



County of Calhoun

Job Description

Job Title: Fire Coordinator

Department:

Reports To: Calhoun County Rural Fire Commission

FLSA Status: Non-Exempt

Prepared Date: 8/1/15

Approved By:

Approved Date:

Summary

Coordinates the Fire Services of the Calhoun County Rural Fire District and functions as the administrative agent for the Calhoun County Rural Fire Commission by performing the following duties.

Essential Duties and Responsibilities

The duties outlined below represent the majority of responsibilities required to execute this position. Other duties may be assigned related to this type of work as necessary.

Administers the directives of the Calhoun County Rural Fire Commission.

Prepares the District budget for approval by the Fire Commission, maintains its purpose, approves expenditures and initiates requests for bids and proposals on capital project expenditures for the Fire Commission.

Coordinates the purchases all capital equipment including buildings and equipment.

Guides the Fire Commission in fire service needs, policy, standards, laws, mandates, and goals and recommends, implements, and oversees the creation of District policy. Responds to fire and emergency incidents as needed.

Supervises the Chief Fire Operations Officer in duties that include overseeing the repair and maintenance of equipment, fire vehicles, buildings, scheduling of multi-department training, and overseeing the emergency response and recordkeeping of fire departments.

Negotiates contracts with municipalities, industries, businesses, contractors, and individuals concerning capital investments, and financial agreements in the best interest of the Fire District.

Informs the news media concerning, emergencies and public relations matters.

Oversees the specification requirements desired on special equipment, fire engines, service trucks, and other equipment.

Oversees the work of the fire station building projects which includes scheduling property surveys, coordinating land purchases, title research, preparation contracts, and legal documents in coordination with attorneys and Fire Commission; coordinates permits and approvals for septic systems, storm water, well water, water taps, sewer, fire hydrants, highway encroachments, electric installation, gas installation, telephone installation and any other necessary approval or permit.

Coordinates Fire Commission and Fire District activities with other local, county, state and Federal agencies.

Communicates by letters, memos, and radio as needed and expected. Types and prepares various documents including grant writing and having an advanced knowledge in computer usage.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Analytical - Synthesizes complex or diverse information; Uses intuition and experience to complement data.
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
- Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.
- Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Presents numerical data effectively; Able to read and interpret written information.
- Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.
- Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; upholds organizational values.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.
- Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Identifies external threats and opportunities; Adapts strategy to changing conditions.
- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self

against standard of excellence; Takes calculated risks to accomplish goals.

- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
- Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Associate's degree (A. A.) or equivalent from Two-year College or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

Certificates, Licenses, Registrations

Valid South Carolina Driver's License

Documentation certifying the completion of management and leadership training

Emergency Vehicle Driver's Training SCFA 1210

Pumper Operations SCFA 1220

Interior Structural Firefighter to the IFSAC FF2 Level

Incident Safety Officer SCFA

Certification in I-300 National Incident Management System through FEMA

Registration with the State Fire Marshal's Office as a South Carolina Firefighter

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percentage.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

Microsoft Office Proficient

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee must frequently lift and/or move up to 80 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently exposed to moving mechanical parts and high, precarious places. The employee is occasionally exposed to fumes or airborne particles; toxic or caustic chemicals; outside weather conditions risk of electrical shock; explosives; risk of radiation and vibration. The noise level in the work environment is usually moderate.

This job description does not constitute an employment agreement between the County and the employee and is subject to change by the County as its needs and requirements of the job change.